

**SUMMARY OF THE
QUALITY SYSTEMS ISO 17025 COMMITTEE MEETING
SEPTEMBER 10, 2001**

The International Organization for Standardization (ISO) 17025 sub-committee of the Quality Systems of the National Environmental Laboratory Accreditation Conference (NELAC) met via teleconference on September 10, 2001, at 2:00 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Fred Siegelman of the U.S. Environmental Protection Agency (EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the revisions to the ISO document.

INTRODUCTION

Dr. Siegelman called the meeting to order and introduced Anteon Corporation as the new scribe service that is replacing RTI. Anteon will be scribing sub-committee meetings as well as all other committee meetings. Dr. Siegelman then proceeded to briefly review the recent two-day conference held at Fort Mead.

ISO 17025 DOCUMENT

Nicole Weymouth opened discussion on incorporating the section from the NELAC Standards 5.5.2, Quality Manual, into ISO sections 4.2.3 and 4.1.5. Consensus of the committee was to put all quality items together into both places, ISO 4.2.3 and 4.1.5.

Paragraph (d) from section 5.5.1 of the NELAC Standards will be incorporated into ISO 4.2.2.c. It was suggested to create sentence (e) of that section as a new paragraph 4.2.5. in ISO. NELAC 5.5.1.(a) is covered in ISO 4.2.2.

The first sentence in ISO 4.2.1 will be replaced with the sentence from NELAC section 5.5.1. which reads "The laboratory shall establish and maintain a quality system based on the required elements contained in this chapter and appropriate to the type, range, and volume of environmental testing activities it undertakes."

The question was raised as to whether we need the phrase found in Section 5.16 of NELAC, Complaints, which refers to "promptly audited in accordance with Section 5.5.3.1." reflected in ISO 4.8. After some discussion it was noted that this issue is already covered elsewhere in ISO..

Discussion of Section 5.6.2 (h) of the NELAC Standards, which deals with developing a proactive program, resulted in a suggestion to make section 5.2.6 of ISO a stand-alone sentence, reading "Laboratory management needs to be responsible for..."

It was suggested to incorporate NELAC Standards section 5.5.3.4 (a - f), Performance Audits, into ISO 5.9.

Nicole hopes to be able to get revisions to the members by Wednesday, in time for Quality Systems

Committee Meeting. Deadline to get this document to Jeanne Hankins for inclusion in the Interim Meeting is October 1, 2001.

FUTURE TELECONFERENCES

The next meeting is scheduled for October 15, 2001. Documents will be sent via e-mail for review and comments. Submit all comments on the ISO document to Nicole by September 24, 2001. Quality Systems meets again October 1, 2001 and if necessary, both meetings can be combined.

ADJOURNMENT

There being no other business, Dr. Siegelman adjourned the meeting at 3:05 p.m., EDT.

ACTION ITEMS
QUALITY SYSTEMS ISO 17025 COMMITTEE MEETING
SEPTEMBER 10, 2001

Item No.	Action	Date to be Completed
	Nicole to get revisions of the ISO Standards to the members by September 12, 2001.	ASAP

PARTICIPANTS
QUALITY SYSTEMS ISO 17025 COMMITTEE MEETING
SEPTEMBER 10, 2001

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